



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

June 19, 2009

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **AMERICAN RECOVERY AND REINVESTMENT ACT – USE OF ECAPS GRANTS MANAGEMENT LIFECYCLE AND PROJECT MODULES TO TRACK AWARDS**

The American Recovery and Reinvestment Act (ARRA) mandates an unprecedented level of transparency and accountability for agencies receiving ARRA funds. In order to comply with the specific reporting guidelines, all departments that receive ARRA funds are required to use the following two modules in eCAPS. These modules are the Grants Lifecycle Management (GLM) and the Project Accounting functionality which will enable the County to track ARRA applications, awards and expenditures and to comply with the ARRA reporting requirements.

The GLM will be used to track the acquisition process of the stimulus funding from the identification of the funding opportunity through the application and award of the funding. The Project Accounting Module will be used to track the expenditure and revenue activity associated with the stimulus funding that is awarded.

The Auditor-Controller has established coding in the eCAPS application to track ARRA funding received and for use with the GLM and Project Accounting Modules. At the May 27, 2009, eCAPS Monthly Liaison Meeting, departments were informed that Auditor-Controller's Office will begin working with departments to set up and track ARRA in eCAPS.

### **Next Steps**

The Auditor-Controller will schedule a kick-off meeting in the next two weeks. To prepare for this kick-off meeting, departments are requested to do the following:

- 1) Form a Department Project Team which needs to include:
  - Staff from the Grants business area who are responsible for applying and monitoring grants opportunities; and

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- Fiscal staff who are responsible for accounting and billing project and grants budgets, both expenditure and revenue.
- 2) Identify a point of contact between the department and the Auditor-Controller.
  - 3) All department staff who will be involved in the Project Accounting must complete the online course available in the Saba Learning Management System on Project Setup prior to the kick off meeting in order to gain an initial understanding of the Projects module.
  - 4) Identify all ARRA-related grants for which the department has applied or has plans to apply.
  - 5) Be prepared to discuss your business requirements:
    - Grants - Define the current Grants business process model (central or decentralized); and
    - Project - Provide a scenario of the current billing process, including tracking of expenditures, for existing grants.

The County is just beginning to see the arrival of ARRA formula funds and departments are actively submitting applications to leverage a wide array of ARRA competitive grants. Each one of these potential opportunities provides viable options for the County to maintain critical core services for our residents during this economic downturn. Each department's full support of this endeavor is needed to help manage ARRA funds and to provide the transparency promised by this legislation. Your department will be notified in the near future by Auditor-Controller to schedule your staff for the upcoming training.

Thank you for your cooperation during these difficult times. We anticipate that the new eCAPS functionality and related ARRA reporting ability will provide departments with the benefit of additional tools for tracking other types of grants and project costs in the future. If you have any questions or require further information, please Deputy Chief Executive Officer Ellen Sandt at [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov) or 213-974-1186.

WTF:EFS:SAW:ef

c: Each Supervisor